



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics*

*Salem, OR  
Longview, WA*

*Bend, OR  
Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY

1. <u>Announcement Number</u>	2. <u>Title, Series, Grade, Salary</u>	3. <u>Tour of Duty</u>	4. <u>Duty Station</u>
<b>T-05-082-DL</b>	<b>Nursing Assistant GS-621-3/4/5 \$21,984 to \$35,900 per annum</b>	<b>Varying shifts with rotating weekends and holidays</b>	<b>Patient Care Services Division, Portland OR Division</b>
5. <u>Type &amp; Number of Vacancies</u>	6. <u>Contact</u>	7. <u>Opening Date</u>	8. <u>Closing Date</u>
<b>Temporary, NTE 13 months, may be extended up to 3 years. Multiple Full-time positions</b>	<b>Marilyn Collins 503-220-8262 x 57795</b>	<b>12/17/04</b>	<b>Until Filled 1<sup>st</sup> consideration 12/23/04</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

### MAJOR DUTIES:

Performs a variety of personnel care or nursing care activities, which do not require practical or vocational nursing licensure, or professional nurse education. Performs work assisting other medical personnel in the diagnosis or treatment of patient illnesses or medical conditions. Assists doctors and nurses in the performance of diagnostic examinations by performing duties such as monitoring vital signs, preparing and positioning the patient, or by performing a variety of routine diagnostic tests. Assists the physician in a variety of diagnostic examinations such as lumbar puncture, minor surgical procedures, pap smears, bone marrow and insertion of test tubes by positioning and draping patient and setting out and passing instruments. Reports observations of the condition of acute or chronic phase patients such as excessive vomiting, bleeding, type and mount drainage, skin integrity, patency of airway, etc. Assists physicians and nurses in the care of the ill receiving medical, surgical, and psychiatric or outpatient treatment. Observes and reports to the professional nurse changes in patient behavior, attitude, bodily complaints, and appearance, experiencing extremes of behavior, including drug or alcohol abuse. Recognizes emergency situations and intervenes while awaiting assistance. Provides nursing treatment for acutely ill patients whose needs require advance skill such as suturing wounds, insertion of chest tubes, placing patient on cardiac monitor, taking EKG's, performing upper airway suctioning. Enters specific information onto the patients' records or charts. Follows designated charting technique to post to patients' charts that provides a daily outline or summary of the patients' care. Performs a wide variety of duties aimed at increasing the comfort and spirit of the patient. Identifies and reports data relative to more complex patient situations including subtle changes in patients' behavior or condition, or variances related to neurological signs, vital signs and other parameters. Teaches patients and family members the necessity to continue the procedure for proper health care.

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-621 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**General Experience: GS-3 & GS-4:** Six months of any type of work that demonstrates the applicant's ability to perform the work of the position or experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation. **GS-5:** Not applicable.

**Specialized Experience: GS-3:** Not applicable. **GS-4:** Six months of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the GS-3 level. **GS-5:** One (1) year of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the GS-4 grade.

**Substitution of Education for Experience: GS-3:** 1 year above high school with course(s) related to the occupation, if required; **GS-4:** Successful completion of a 2-year degree program in an accredited community college, junior college, or college or university in practical nursing or in a field of study appropriate to the specialization of the position, such as education in a program for a psychology, psychiatric, or operating room technician. **GS-5:** 4-year course of study above high school leading to a bachelor's degree with courses related to the occupation. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

(Continued on next page)

## VACANCY ANNOUNCEMENT INFORMATION SHEET

### **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

1. Ability to perform procedures commonly performed by Nursing Assistants such as catheterizing, irrigating, and suctioning patients; and other supporting procedures such as patient charting and patient/family teaching.
2. Knowledge of equipment terminology.
3. Knowledge of drug terminology.
4. Knowledge of standard medical terminology.
5. Skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.

### **CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### **HOW TO APPLY:**

**US Citizens: For 1<sup>st</sup> consideration**, applicants may apply by submitting the following forms/documents to the Portland VA Medical Center, P4HRMS, PO Box 1034, Portland, OR 97207, received no later than **COB on 12/23/04**, or brought in person to Human Resources Bldg 100 Rm. 6C12, Portland VA Medical Center, 3710 US Veterans Hospital Road, Portland, OR 97239 by the **COB on 12/23/04**. Position will be open until filled. Forms are available in the Human Resources Office or on our website, [www.va.gov/portland/hr](http://www.va.gov/portland/hr).

1. [OF 612 \(Optional Application for Federal Employment\)](#), or Resume. (Please refer to [OF-510 \(Applying for a Federal Job\)](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612.
2. [OF-306, \(Declaration for Federal Employment\)](#) (January 2001 version or later).
3. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
  - b. [SF-15, \(Application for 10-point Veteran Preference\)](#)
  - c. VA letter of service-connected disability rating dated within the last 12 months.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. A copy of your college transcripts (Optional unless education is required).

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**